

**Town Manager's Office  
Town of Mansfield**

# Memo

To: Town Council  
From: Matt Hart, Town Manager  
CC: Town Employees  
Date: June 23, 2014  
Re: Town Manager's Report

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Below please find a report regarding various items of interest to the Town Council, staff and the community:

## **Council Business**

- *Bus Shelter on South Eagleville (Route 275)* – Per the Council's request, we will discuss this item at your next regular meeting on July 14, 2014.
- *Request for Transfer Station Fee Schedule* – Per Councilor Wassmundt's request, please find the Transfer Station Fee Schedule in your meeting packet under [item number 13](#).
- *Transfer Station Tour* – At **6:00PM on July 2, 2014**, we will hold a special Town Council meeting to tour the transfer station. As you will recall, staff had presented a recommendation with my Proposed FY 2014/15 Budget to hire a part-time attendant for the swap shop at Mansfield Transfer Station. The Council declined to approve the request, citing, among other issues, the need for more information regarding the operations of the transfer station. As part of our effort to provide the Town Council with more background information, the staff and I will provide the Council with a tour of the facility. During the tour we can discuss recent procedures and protocols we have made to enhance operations and program revenue, and the use of the swap shop.

## **Departmental Reports**

- *Town Manager's Office*
  - *2014 Emergency Planning and Preparedness Initiative* – Today staff participated in the State's 2014 Emergency Planning and Preparedness Initiative. This year's exercise featured a response to major hurricane with a particular focus on shelter operations. I would like to thank Deputy Chief/Director of Emergency Management Fran Raiola for coordinating the Town's participation in the exercise, as well as our staff and community members for their participation. The exercise was a success and we did note a few areas for future improvement. Staff will prepare to participate in the State's exercise for 2015.
  - Please join me in welcoming our new employees and in congratulating recently promoted staff!
    - Kaitlyn Cyr has joined the Department of Public Works. Katie is splitting her time between the Transfer Station, Roads, and Grounds.
    - Alain Bourassa, Pete Connell, Buddy Fontaine, and Tim Tollman have been promoted to the position of Truck Driver with the Department of Public Works.
    - Carolyn McAuliffe joined our Human Services staff as the Outreach Social Worker at the Senior Center. Carolyn comes to us with experience in the same position for the City of Norwich's Rose City Senior Center.
    - Samantha Figueroa has been promoted to the position of Library Assistant with the Mansfield Public Library.
    - Tyler Burnham has been promoted to the position of full-time firefighter/EMT with Fire and Emergency Services.
    - Jayhon (Jay) Ghassem-Zadeh will be joining the Town Manager's Office as our graduate assistant for Academic Year 2014-2015. Jay is currently working at the Nash-Zimmer Transportation Center for the summer. He is pursuing a master's degree in public administration at the University of Connecticut.

- This coming August, Kaithlin Epling will be moving from a part-time to full-time Library Associate. Kaithlin recently completed her master's degree in Library and Information Systems.
- Assistant Animal Control Officer Chelsea McDermott has successfully completed the National Animal Control Association Training Academy NACA 100 Level 2. Congratulations, Chelsea!

### **Major Projects**

- *CL&P Interstate Reliability Project* – Construction activities in Mansfield this week include surveying in the vicinity of South Bedlam Road, clearing of vegetation in the right-of-way in the vicinity of Mansfield City Road, and the installation of foundations in the vicinity of Bassetts Bridge Road, Shuba Lane and South Bedlam Road, new transmission structures in the vicinity of South Bedlam Road and Shuba Lane, and access roads and construction pads in the vicinity of Crane Hill Road, Mansfield City Road and Rte. 195. Weekly construction updates can be found at [www.NEEWSprojects.com](http://www.NEEWSprojects.com). Residents can also call 1-866-99NEEWS (1-866-996-3397) or email [NEEWS@NU.com](mailto:NEEWS@NU.com) for more information.
- *Storrs Center* – The green circle in the new Town Square is now open.

### **Upcoming Events**

- *John E. Jackman Tour de Mansfield* – The Town held its 9<sup>th</sup> annual John E. Jackman Tour de Mansfield on Saturday, June 14, 2014. We had 163 people participate this year, with a 5-mile Family Fun Ride, a 20-mile ride, a 40-mile ride and a kid's bike safety rodeo. Moe's Southwest Grill donated lunch for the riders. Our Platinum sponsors this year were Moe's Southwest Grill and Mooyah's. Mansfield ObGyn and Storrs Center Cycle were Silver sponsors. Storrs Center Cycle also provided free bike tune-ups. Milrick Lawn Service and Landscaping, LLC were Bronze sponsors and also volunteered to run a rest spot at the Mansfield Hollow State Park. Alternative Spoke, LLC served as an in-kind sponsor and also ran a rest stop at mile 30. Congratulations to Jessica Tracy from Parks and Recreation for coordinating another successful event and special thanks to the volunteers and staff for a job well done!
- *Square Fair* – Our inaugural Storrs Center Square Fair will be held on June 27, 2014. This new monthly series of events will occur every fourth Friday from 5:00 to 9:00 PM, now through September. At this event, the Mansfield Downtown Partnership will host local artists and makers in the Town Square. A variety of artwork and crafts will be available for sale, including pottery, watercolors, oil paintings, jewelry, and hand-crafted soaps and lotions. The line-up of artists and makers varies from month to month, so there's always something new to see! Meet your friends for dinner or drinks, then browse the booths for unique art and gifts! Square Fair is free and open to the public. Rain cancels the event.
- *Storrs Farmers Market* – Storrs Farmers Market is open for its 20<sup>th</sup> season. The Market is open every Saturday from May through Thanksgiving, from 3:00 to 6:00 PM on the front lawn of the Beck Municipal Building. Everything sold at Storrs Farmers Market is grown or produced in Connecticut. In fact, the average distance from farm to market is just 12 miles! Visit [www.storrsfarmersmarket.org](http://www.storrsfarmersmarket.org) for more information.

### **Upcoming Meetings\***

- Traffic Authority, June 24, 2014, 10:30 AM, Conference Room B, Audrey P. Beck Municipal Building
- Transportation Advisory Committee, June 24, 2014, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Human Services Advisory Committee, June 25, 2014, 3:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Sustainability Committee Special Meeting, June 25, 2014, 5:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Economic Development Commission, June 26, 2014, 5:30 PM, Council Chamber, Audrey P. Beck Municipal Building
- Special Planning and Zoning Commission Meeting, June 30, 2014, 7:00 PM, Council Chamber, Audrey P. Beck Municipal Building
- Four Corners Water and Sewer Advisory Committee, July 1, 2014, 7:00 PM, Council Chamber, Audrey P. Beck Municipal Building

- **Special Town Council Meeting**, July 2, 2014, 6:00 PM, Mansfield Transfer Station (221 Warrentville Road, Mansfield Center)
- Mansfield Downtown Partnership Board of Directors, July 3, 2014, 4:00 PM, Council Chamber, Audrey P. Beck Municipal Building
- Planning & Zoning Commission, July 7, 2014, 7:00 PM, Council Chamber, Audrey P. Beck Municipal Building
- Sustainability Committee, July 9, 2014, 5:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Playground Committee, July 10, 2014, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Solid Waste Advisory Committee, July 10, 2014, 7:00 PM, Conference Room C, Audrey P. Beck Municipal Building
- Responsible Contracting Committee, July 11, 2014, 9:00 AM, Council Chamber, Audrey P. Beck Municipal Building
- Committee on Committees Special Meeting, July 11, 2014, 11:00 AM, Conference Room C, Audrey P. Beck Municipal Building
- Housing Code Board of Appeals, July 14, 2014, 5:00 PM, Conference Room C, Audrey P. Beck Municipal Building
- Town Council, July 14, 2014, 7:30PM, Council Chamber, Audrey P. Beck Municipal Building

*\*Meeting dates/times are subject to change. Please view the [Town Calendar](#) or contact the Town Clerk's Office at 860-429-3302 for a complete and up-to-date listing of committee meetings.*